

STUDENT PERMANENT TRANSFER (SPT) POLICY

for Students of Regular UG/PG Programmes of NIFT

1. Short Title/Commencement

- 1.1 The policy shall be called NIFT Student Permanent Transfer (SPT) Policy.
- 1.2 This policy shall come in force with effect from the academic year 2013-2014.

2. Purpose

- 2.1 The purpose of this policy is to provide the provision for permanent transfer of students in the third semester against the seat vacancy position in first semester.
- 2.2 The students may seek transfer
 - a) From one discipline to another within the same or other NIFT campus
 - b) Within the same discipline from one NIFT Campus to another NIFT Campus.

3. Applicability

- 3.1 The policy is applicable to the regular UG/PG students studying in second semester in all campuses of NIFT.
- 3.2 Provision for change of NIFT Campus shall be applicable to all UG & PG students whereas change of discipline shall be applicable to UG Design students only.
- 3.3 The request for permanent transfer would be considered on the seat vacancy position vis-à-vis merit of the student.
- 3.4 Inter Campus Permanent Transfer is not a matter of right for students.

4. Process

- 4.1 The Director of all NIFT Campuses will forward the vacancy positions of each discipline in the prescribed format of the SPT Vacancy Sheet to Head (AA) on or before due date as per SPT Calendar.
- 4.2 While calculating the vacancy positions, NIFT Campus may also include the number of repeat semester students in different disciplines who will join at their respective campus in the third semester.
- 4.3 A consolidated list of available vacancies in each discipline/each Campus will be uploaded on the NIFT website by Head(AA).

- 4.4 Students interested in permanent transfer will fill the SPT form and an undertaking in the prescribed format as enclosed with U-SPT. The SPT form, Undertaking and all supporting documents will be submitted at respective NIFT Campus on or before the due date as per SPT calendar.
- 4.5 After scrutiny, the SPT forms duly recommended by Local Academic Standard Committee (LASC) along with the summary sheet(S-sheet) will be forwarded to Head (AA) on or before the scheduled date.
- 4.6 A consolidated list in descending order of marks obtained by the students based on the following criteria will be prepared by the Academic Affairs department, NIFT H.O. :

S. No.	Particulars	Weightage
1	Rank of NIFT Entrance Test for admission (Category-wise)	40%
2	CGPA of 1 st Semester	40%
3	Attendance Record	20%
Total Marks		100%

- 4.7 The request applications received from the Directors of NIFT campuses for SPT will be reviewed by Academic Appeal Committee at NIFT H.O. In this regard, the following guidelines shall be followed by Academic Appeal Committee:
- a) The SPT requests would be considered on seat vacancy positions vis-à-vis merit i.e. marks obtained by the student against the above criteria. Students will be contacted in order of merit and offered the choice of vacant positions in all campuses where they can join in third semester.
 - b) If the number of students applying for SPT exceeds the number of vacancies, the preference shall be given to the student with the higher CGPA. If the CGPA of the students is identical then those with the higher rank at the time of entrance test for NIFT admission shall be given preference.
 - c) If a Non-NRI student obtains sponsorship from a NRI, he/she can apply for a vacant NRI seat at a particular NIFT Campus after completing the prescribed formalities. All such NRI seats will be offered strictly on merit basis.
 - d) A student who applies for SPT is required to submit a demand draft of Rs. 10,000/- as refundable security deposit. This shall be forfeited in case of failure to report to the new campus in addition to possibility of cancellation of admission if the original seat is filled during the process.
 - e) The Sliding Scale system will be used for allocating seats to the students.
- 4.8 The recommendations of the Academic Appeal Committee with regard to each case will be put up to the Director General for approval.

5. **Non refundable processing fee for SPT**

All fees related to the process of SPT will be credited to the DDF of AA- HO. The details of fee are as follows:

S. NO	Particulars	Fee
1.	SPT	500.00
2.	Refusal/ cancellation of SPT	10000.00

6. **Power to relax**

No provision of this policy will be relaxed except with the explicit approval of the Board of Governors of NIFT.



SPT Calendar

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Academic Affairs Department-Head Office

S. No	Activities	Timeline
1.	Last date for forwarding the details of vacant seats to Head(AA)	10 th December
2	Announcement of vacant seats for SPT by Academic Affairs, NIFT H.O and Issue of application forms for SPT by NIFT Campuses	20 th December
3.	Last date for submission of SPT forms by the students	20 th January
4.	Last date for forwarding the SPT forms by each Campus Director to Head(AA)	10 th February
5.	Meeting of Academic Appeal Committee, NIFT H.O.	Last week of February
6.	Status of transfers would be uploaded on NIFT website by Head(AA)	10 th March



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)

SPT Vacancy Sheet

NIFT Campus

S. No.	Discipline	No. of Non-NRI vacant seats				No. of NRIs vacant seats	No. of State Domicile seats vacant seats	Total
		Gen	OBC	SC	ST			

Note:

a) The sanctioned strength for **Non-NRI is 30** with the following break up:

S. No.	Category	Number of seats
1	General	15
2	SC	5
3	ST	2
4	OBC	8

b) The sanctioned strength for **NRI is 5** and **State Domicile is 6**.

c) The vacant seats shall be calculated on seat vacancy positions in first semester

Campus Director

Date :

Place :



SPT Form

NATIONAL INSTITUTE OF FASHION TECHNOLOGY (Academic Affairs Department-Head Office)

APPLICATION FORM FOR STUDENT PERMANENT TRANSFER

1. Name of the Student :
2. email-id :
3. Mobile no. :
4. Fathers Name :
5. Mothers name :
6. Study Campus :
7. Course & Specialization :
8. Year of Admission :
9. Category* :
10. Rank of NIFT Entrance Test for admission
 - a) Rank as per common merit list :
 - b) Rank as per category-wise merit list
(Gen/SC/ST/OBC/NRI/SD) :
11. CGPA of first semester :
12. % overall attendance in first semester :
13. Preference of Campus & Discipline :

I hereby undertake that I have carefully gone through the guidelines for SPT and shall abide by the same. I further state that the information furnished above is correct.

(Signature of student)

Verification of the details submitted above by NIFT Campus

Recommendation
Campus Director

* In case of PHP, please write category of PHP i.e ST-PHP/SC-PHP/GN-PHP/
OBC-PHP



U-SPT

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Academic Affairs Department-Head Office)

**Undertaking for
STUDENT PERMANENT TRANSFER**

I,....., S/o - D/o, student of course....., Semester admitted to NIFT Campus have applied for Student Permanent Transfer to change my discipline from to from NIFT Campusto NIFT Campus..... I hereby affirm that I am aware of the rules that govern the Student Permanent Transfer.

I also undertake to abide by the decision of the Competent Authority of NIFT.

Signature of Parent /Guardian
Date / Place

Signature of Student
Date / Place

Campus Director



S-Sheet

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Academic Affairs Department-Head Office
(Campus wise summary sheet of SPT requests)**

NIFT Campus

S. No	Name of the student	Seeking transfer				Student Category*	Rank of NIFT entrance exam for admission as per common merit list	Rank of NIFT entrance exam for admission as per Category-wise merit list	CGPA of first semester	% overall attendance during the first semester
		From		To						
		Course	NIFT Campus	Course	NIFT Campus					

*If a student got the admission under PHP category, kindly mention the category as GN-PHP/SC-PHP/ST-PHP/ OBC-PHP.

Signature of Campus Director

Date :
Place :